EMPLOYMENT APPLICATION

1. Employer Information

Employer: Company Name
Address: address
City/State/Zip: city, state 12345
Telephone: (123)456-7890

It is the policy of Company Name to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

2. Applicant Information

Applicant Name: _____
Address: _____
City/State/Zip: _____
Number of years at this address: _____
Daytime phone: _____ Evening phone: _____
Social Security Number: _____

3. Emergency Contact

Who should be contacted if you are involved in an emergency?
Contact Name: _____
Relationship to you: _____
Address: _____
City/State/Zip: _____
Daytime phone: _____ Evening phone: _____

4. Job Position Applied For: _____

5. Salary Desired: $ _____ per _____

6. Who referred you to our company? _____

7. Have you applied to our company previously? _____ Yes _____ No
If yes, when? _____

8. Are you at least 18 years old? _____ Yes _____ No

9. Are you willing to work any shift, including nights and weekends? _____ Yes _____ No
If no, please state any limitations:
_____

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10. If you are offered employment, when would you be available to begin work?
_____

11. Are you legally eligible for employment in the United States? _____ Yes _____ No

12. Are you able to perform the essential functions of the job position with or without reasonable accommodation?_____ Yes _____ No

What reasonable accommodation, if any, would you require?
_____

13. Have you ever been convicted of any crime, including traffic violations?
_____ Yes _____ No If yes, please describe:
_____

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.

16. Applicant's Skills

List any skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

Skill	Years of Experience	Ability or Rating
_____	_____	1 2 3 4
_____	_____	1 2 3 4

14. Applicant Employment History

List your current or most recent employment first.

Employer Name: _____
Address: _____
City/State/Zip: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

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Employer Name: _____
Address: _____
City/State/Zip: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Address: _____
City/State/Zip: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

15. Applicant's Education and Training

College Name and Address

_____

Did you receive a degree?_____ Yes _____ No If yes, degree received: _____

High School Name and Address

_____

Last Grade? ____ 9 ____ 10 ____ 11 ____ 12 Diploma? _____ Yes _____ No

Other Training (graduate, technical, vocational):

_____

Awards, Honors, Special Achievements:

_____

17. References

List any two people who would be willing to provide a reference for you.

Name: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Relationship: _____

Name: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Relationship: _____

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18. Please provide any other information that you believe should be considered:

_____

_____

CERTIFICATION

I certify that the information provided on this Application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my Application, or if employment commences, immediate termination.

I authorize Company Name to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its _____, the employment relationship will be entirely voluntary in nature. In other words, with appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer would have the same right. Moreover, no agent, representative, or employee of Company Name, except in a specific written contract of employment signed on behalf of the organization by its _____, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

_____ _____

APPLICANT SIGNATURE DATE

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